



THE CITY OF SAN DIEGO

SEPTEMBER 2012

LAND DEVELOPMENT MANUAL

Volume I, Chapter 1

Project Submittal Requirements

Section 3 Construction Permits – Grading and Public Right-of-Way

[DEVELOPMENT SERVICES DEPARTMENT](#)

1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

<http://www.sandiego.gov/development-services>

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Construction Permits – Grading and Public Right-of-Way

Introduction

Construction permit review is a review of construction plans. With the exception of some private encroachments within the public right-of-way, the review is a ministerial one in that the permit is approved if the regulations are met, or denied if the regulations are not met. This section covers submitted construction permit applications for grading on private property and the construction, reconstruction, or repair of improvements within the public right-of-way.

Prior to beginning the preparation of a construction permit submittal, refer to “Important Steps to Project Approval” in Section 1 of this Manual for information that can save you time in the review process. Section 1 will also provide information to help you determine if other permits are required prior to the submittal for a construction permit.

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist on the following pages identify the forms, documents, and plans that are required for construction permits for grading and work within the public right-of-way. The plan quantities indicated on the Submittal Matrix are estimated based upon project type. To establish exact quantities prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting. At the pre-submittal meeting, we will review the submittal for the project and determine the number of copies needed for review. The Submittal Requirements Checklist provides a detailed description

LAND DEVELOPMENT MANUAL PROJECT SUBMITTAL PROCESS

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits – Structures
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tion of what the content of each of the required forms, documents, and plans must be.

The Approval Type for Grading and Public Right-of-Way Permits are broken down into the following subcategories:

General – Include most grading projects and those public right-of-way projects not listed as “minor” as described below, and are required to be prepared on a D-sheet drawing (24" x 36"). Format sheets and drawing templates are available through our web site at: www.sandiego.gov/development-services/industry/standtemp.shtml.

Self-Certification - is an abbreviated approval process for grading and public right-of-way projects as defined in [Information Bulletin 570](#), “Grading and Public Right-of-Way Permits - Self Certification.”

Minor – Include smaller public right-of-way and grading projects that can be shown on an 11" x 17" Construction Plan ([DS-3179](#)), such as non-standard driveway curb cut, removal and replacement of ex-

isting alleys or portions of existing alleys as long as the centerline and alley edge profiles are not altered, private underground utilities (wet or dry) perpendicular to the curb-line, minor encroachments into the public right-of-way or City easements, community recognition signs, or removal of underground tanks.

Other minor standard public improvements can be reviewed over-the-counter as identified in Information Bulletin 165, "How to Obtain a Public Right-of-Way Permit for Standard Public Improvements." Construction Templates are available through our web site at:

www.sandiego.gov/development-services/industry/information/standtemp.shtml.

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that the minimum submittal requirements are provided in order for staff to review the project. This is known as the completeness review. In most cases, completeness review may be done while you wait. Once it is determined that your submittal documents are complete and the appropriate plan check fees and deposits are paid, your application is deemed complete and distributed for review.

Grading or Public Right-of-Way projects associated with a Final or Parcel Map, code violations for grading without a permit, or grading/improvements done under a Subdivision Improvement Agreement will be required to be submitted for completeness review, along with plans/documents for any other related approval (see Consolidated Review Policy below). For submitted completeness review, you will need to leave one copy of all plans/documents as identified in the Submittal Requirements Matrix. This review typically takes up to ten (10) working days. After the completeness review, staff will notify the applicant via E-mail, FAX, or US Mail whether the application is ready for full submittal or whether additional information/clarification is required.

Consolidated Review Policy

All related approvals (Grading Permit, Public Right-of-Way Permit, Encroachment Maintenance and Removal Agreement, map, easement, etc.) shall be submitted to the Development Services Department at the same time for a consolidated review (see Project Submittal Requirements, Section 5 for the required documents for maps and easements), with the following exceptions:

1. Minor public improvements that can be done on an 11" x 17" Construction Plan.
2. Grading and improvement plans may be submitted separately when there are no dedications related to those improvements, and when (a) not proposing to replace the curb, or (b) grading is not encroaching into the right-of-way.

Consolidated Review is the review of multiple ministerial approvals in a single project, being reviewed at the same time to allow City staff to conduct a comprehensive and coordinated review. This should help to reduce unnecessary review cycles, help avoid project conflicts and reduce review turnaround times.

Related Approvals are those approvals for which the design of one approval directly impacts the other. For example, the grading and improvement plans showing proposed streets are related approvals as they are directly related to the location of those streets shown on the final map.

Active Project Management

An Active Project Manager will be assigned to projects when an applicant requests a customized review or approval process; for public improvements related to phased subdivisions; or when deemed necessary by management due to the project complexity or aggressive timelines. It is to be noted that assigning an Active Project Manager will not guarantee the request will be allowed to proceed.

Applicants also have the option of requesting an Active Project Manager to be assigned to their project. All requests shall be submitted and approved

prior to acceptance of any construction documents. To begin this process, please contact Nabil Chehade at nchehade@sandeigo.gov, or (619) 446-5076.

Project Management Services will be billed against the Deposit Trust Fund account setup for project review.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, want some confirmation or voice a concern, you may request a second opinion. We guarantee a second opinion upon request.



City of San Diego
Development Services
1222 First Avenue, Ms 302,
San Diego, CA 92101- 4101
www.sandiego.gov/development-services

Submittal Requirements Matrix

Construction Permits - Grading and Public R.O.W.

APPROVAL TYPE

SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)

See Minimum Submittal Requirements Checklist, Construction Permits - Grading and Public R.O.W. for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.

The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.

1.0
General Application Package

2.0
Drainage Study

3.0
Encroachment Exhibit

4.0
Geotechnical Study

5.0
Prior Development Approval Documentation

6.0
Structural Calculations

7.0
Construction Plan (DS-3179)

8.0
Grading Plan (D-sheet)

9.0
Public Improvement Plan (D-sheet)

10.0
Traffic Control Plan

11.0
Fees/Deposits [502]

GRADING PERMIT

General (129.0602)	1	1	-	1	(8)	(2)	-	14	-	(13)	✓
Self Certification (Information Bulletin 570)	1	-	-	-	(1)	-	-	1	-	-	✓
Site Reconnaissance and Testing (143.0110)	See Information Bulletin 560 , How to Obtain a Grading Permit for Site Reconnaissance and Testing.										
Site Restoration (142.0150)	Pre-submittal appointment is required. Phone (619) 446-5300 to schedule a pre-submittal appointment.										
Underground Tank Removal and Soil Remediation	1	-	-	-	-	-	1	-	-	-	✓

PUBLIC RIGHT-OF-WAY PERMIT

General (129.0702)	1	-	-	-	(6)	(1)	-	-	13	(12)	✓
Self Certification (Information Bulletin 570)	1	-	-	-	(1)	-	-	-	1	(1)	✓
Minor Improvements in public Right of Way (See Page 2)	1	-	(1)	-	(3)	-	3	-	-	-	✓
Encroachments Requiring Development Permits or City Council Approval (129.0710)	See Information Bulletin 576 , How to Obtain a Permit for Encroachments within the Public Right-of-Way										

REIMBURSEMENT AGREEMENT (61.2215)

Pre-submittal appointment is required. Phone (619) 533-3670 to schedule a pre-submittal appointment.

SUBDIVISION IMPROVEMENT AGREEMENT (129.0702)

1	(1)	-	(1)	1	(1)	-	1	1	1	✓
---	-----	---	-----	---	-----	---	---	---	---	---

LEGEND: 1 = Number of Copies Required
✓ = Applies to all Plans required

(1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist
(142.042) = Land Development Code Section Reference
[000] = Information Bulletin Number



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Minimum Submittal Requirements Checklist Construction Permits - Grading and Public R.O.W.

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
1.0	GENERAL APPLICATION PACKAGE
1.1	General Application (DS-3032): See instructions on back of application form for more detail.
1.2	Storm Water Requirements Applicability Checklist (DS-560): See instructions on the checklist for more detail. Checklist must be filled out completely and signed by the applicant. Note: For projects considered as “priority” per the checklist, it is recommended that you also provide a Water Quality Technical Report at the initial submittal of your project.
1.3	Conditional – Financially Responsible Party Form (DS-3242): Required for projects with deposit accounts.
1.4	Conditional - Concurrent Processing Agreement: If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the approved Concurrent Processing Agreement. To obtain this agreement contact your Development Project Manager.
1.5	Conditional – Approved Sewer Study Letter: Where an existing Tentative Map identifies that a Sewer Study must be approved prior to submittal of grading or public improvement plans, submit a copy of the approval letter for that study.
1.6	Conditional – Approved Water Study Letter: Where an existing Tentative Map identifies that a Water Study must be approved prior to submittal of grading or public improvement plans, submit a copy of the approval letter for that study.
1.7	Recommended - Cost Estimate: This is a construction cost estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done. The estimate must be prepared by a registered civil engineer using the most current Land Development Review Division - Unit Price List, available on the City web site at www.sandiego.gov/development-services/industry/information/standtemp.shtml or at the Development Services Center, 5th floor. In addition to the Unit Price List, a Microsoft Excel spreadsheet has been provided for the industry’s use and is available at the same location on the City web site and is a good resource to help reduce preparation and review costs for construction cost estimates.
2.0	DRAINAGE STUDY
2.1	Drainage Plan: Provide drainage plan with existing contours and all existing and proposed flow directions, points of concentrated flows and confluence labeled, consistent with the development and output in the drainage analysis.

Item No.	Requirements
2.2	Stamp/Signature: Drainage Study cover sheet must be prepared by a registered civil engineer in accordance with the Business and Professions Code.
3.0	Conditional - ENCROACHMENT EXHIBIT: Required if proposing privately owned and maintained improvements within the public right-of-way or public easements. A separate 8 1/2" by 11" exhibit detailing proposed encroachments into the public right-of-way or easements is required, even if shown on a D-sheet drawing. Encroachment exhibit(s) shall include the following detail:
3.1	Vicinity Map: A vicinity map with a north arrow (north arrow will be oriented with north at top or left of the sheet).
3.2	Legal Description/Assessor's Parcel Number(s): Provide the legal description and the Assessor's Parcel Number(s) of the property benefiting from the encroachment.
3.3	Property Lines: Show, label and dimension the property.
3.4	Location/Type of Encroachment: Show the encroachment location with dimensions to curb, property line and/or easement line, and identify the type of encroachment (e.g., "encroachment - private xxxx," or "encroachment - non-standard xxxx") or provide a graphical representation via a legend with symbols and/or hatch patterns that clearly illustrate the nature and extent of the encroachments proposed).
3.5	Conditional – Street Improvements: If the encroachment is within the public right-of-way dedicated for a street or alley, show curb-to-property line distance, centerline of streets/alleys, and proposed improvements, such as driveways, sidewalks, trees, light posts, fire hydrants, water meters, etc.
3.6	Conditional – Above ground structures: If the encroachment structure is above ground, provide elevation view, with height dimensions.
3.7	Conditional - Easement Limits: If the encroachment is in an easement, identify type of easement and limits.
4.0	Conditional - GEOTECHNICAL STUDY: All grading projects require a Geotechnical Study except where a Maintenance Agreement for Uncontrolled Embankment is provided at time of project submittal. See Information Bulletin 515 , "Development Permit, Subdivision and Grading Permit Geotechnical Study Requirements" to determine the type of study required.
4.1	Date: Report cannot be more than three years old unless accompanied by an update letter from the responsible engineer that the report is still current and valid.
4.2	Stamp/Signature: Report must be signed and stamped by a registered geotechnical professional such as a RCE, GE, or CEG.
4.3	Subject Property: Report must be for the subject project.
5.0	Conditional - TENTATIVE MAP/DEVELOPMENT PERMIT DOCUMENTATION Required if the property has a related Tentative Map or Development Permit. Copies of resolutions, permits and exhibits may be obtained from the Development Services Center Records Section, located on the 2 nd floor. If a Tentative Map or Development Permit/Approval is currently being processed, an approved Concurrent Processing Agreement must be provided as part of the General Application Package (see item 1.4).
5.1	Permit/Resolution: Provide copies of the <i>approved</i> tentative map resolution and/or development permit.
5.2	Approved Exhibit: Provide a copy of all <i>approved</i> exhibits referenced in the permit/resolution.
6.0	Conditional - STRUCTURAL CALCULATIONS Structural calculations are required when placing shoring/tie backs in the public right-of-way and for <u>public</u> bridges.
6.1	Stamp: Provide stamp of authorized professional engineer or architect, in accordance with Section 6700 of the California Business and Professions Code.
7.0	CONSTRUCTION PLAN (DS-3179) All construction plans must be submitted on City Standard Construction Plan (DS-3179) or (DS-3179C). Note: A Construction Plan is not required for private encroachments when the proposed improvements are approved and inspected as part of a building permit. Construction Plan templates are available through our web site at: www.sandiego.gov/development-services/industry/information/standtemp.shtml or through our Records Section on the 2 nd floor of the Development Services Center.
7.1	Plans: Provide drawings of all existing and proposed public improvement or grading work.

Item No.	Requirements
7.2	Legend: All items of work to be done must be shown by means of a legend.
7.3	Vicinity Map: Provide a vicinity map.
7.4	Conditional – Uncontrolled Fill: If grading proposes the use of undocumented fill (which will not be compacted to standard), show the exact location of the fill area with respect to the property lines and provide an Uncontrolled Embankment Agreement (DS-265). For Underground Tank Removal and Soil Remediation Grading Permits this agreement acts as a bond and will be released to the applicant as soon as the as-graded soils report is submitted to the City and approved. This agreement will be recorded if the applicant fails to submit the as-graded report, prior to the expiration of the permit.
8.0	GRADING PLAN (D-Sheet) Grading plans include landscape and irrigation plans, and must be prepared in conformance to the standards listed in the Land Development Manual. Sample format sheets and drawing templates which show these standards are available through our web site at: www.sandiego.gov/development-services/industry/information/standtemp.shtml or through our Records Section on the 2 nd floor of the Development Services Center.
8.1	Plan Sets: All plans sets must be stapled, bound together and tri-folded. Plan sets shall include, where required, Landscaping and Traffic Control Plans. Plan sets exceeding 200 sheets must be divided into volumes with a maximum of 200 sheets each, and labeled "volume ____ of ____."
8.2	Licensed Professional Information: Provide the name and license number of the professional engineer, in accordance with Section 6735 of the California Business and Professions Code.
8.3	Title Block/scale: Plans must be legible and drawn to engineering scale on a City Standard D-Drawing (D-sheet size is 24" x 36") with 1" perimeter border/1.5" bound edge and City of San Diego Title Block.
8.4	Title Sheet: Provide a Title Sheet with the following information (templates available at www.sandiego.gov/development-services/industry/information/standtemp.shtml): <ul style="list-style-type: none"> • Work to be Done • Legend – All items of work to be done must be shown by means of a legend • Owner/Applicant • Legal Description • APN • The following items are recommended to be included on the Title Sheet: • Topography Source • Standard Specifications • Standard Drawings • Sheet Index • Site Address • Reference Drawings • Vicinity Map • Construction Change Table • General Notes • Engineer's Declaration of Responsible Charge • Waste Discharge Identification Number (WDID)
8.5	Grading Quantities: Provide the following tabulations on the grading plans: Graded Area: _____ acres Max. Cut Depth/Slope Ratio: _____ feet / x:y (2:1 max) Disturbed Area: _____ acres Max. Cut Depth/Slope Ratio: _____ feet / x:y (2:1 max) Cut Quantities: _____ cubic yards Import/Export: _____ cubic yards Fill Quantities: _____ cubic yards
8.6	Property Lines: Show property lines including bearings and distances information.
8.7	Contour Lines: Show existing natural grades and proposed finish grades with contour lines and spot elevations where necessary for the entire site and 50' minimum adjacent to the project site for the purpose of drainage analysis.
8.8	Limits of Work Line: Indicate with a dashed line the limits of work that includes all disturbed areas.
8.9	Conditional - Impervious surfaces: If applicable, show all buildings, structures and edges of all pavement and other impervious surfaces.

Item No.	Requirements
8.10	Conditional - Environmentally Sensitive Lands: If grading will occur in Environmentally Sensitive Lands, show the boundary lines of environmentally sensitive lands, such as the steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, special flood hazard areas, sensitive coastal bluffs, etc.
8.11	Conditional - Retaining Walls: Show all retaining walls, crib walls, or other earth retaining structures and include spot elevations of both the top and the bottom of the wall in several locations to indicate changes in elevation along the length of the wall. Note: A separate Building Permit will be required for construction of the walls.
8.12	Conditional – Storm Drains: If existing or proposed storm drains are within the boundaries of the grading, show the location, size and reference drawing of all existing and proposed storm drains (may be shown on separate drawing plan at the same scale as grading plan). Provide Q, V, HGL and slopes on the storm drain profile.
8.13	Conditional - Easements: If applicable, show all existing and proposed easements.
8.14	Conditional - Uncontrolled Embankment Agreement (Form DS-265): Required when grading proposes the use of undocumented fill which will not be compacted to standard. The limits of uncontrolled embankment must be identified within the grading plans.
8.15	Recommended – Notice of Intent: For grading projects greater than one acre, please provide evidence of coverage under National Pollutant Discharge Elimination System [NPDES] Permit No.CA0108758 via a Notice of Intent (NOI) filed with the Regional Water Resource Control Board; provide a copy of the corresponding NOI response letter from with the Regional Water Resource Control Board that includes the Waste Discharge Identification (WDID) number, and add the WDID number to the title sheet of the grading/improvement plan.
8.16	Recommended – Best Management Practice (BMP): For projects considered as “standard” per Storm Water Applicability Checklist (DS-560) indicate site design and source control BMPs on the plans. For projects categorized as “priority” per the checklist show all permanent BMP’s and include Operation and Maintenance Procedures as required by the most recent version of the Land Development Manual-Storm Water Standards.
8.17	Recommended –Storm Water Management and Discharge Control Maintenance Agreement (Forms DS-3247 and DS-3247B): Projects considered as “priority” per Storm Water Applicability Checklist (DS-560) must ensure perpetual maintenance of all post construction permanent BMP’s including site design, source control and structural treatment control BMP’s by recording the appropriate agreement against the owner’s property. The agreement is available through our web site at: http://www.sandiego.gov/development-services/industry/information/forms/index.shtml or on the 3rd floor of the Development Services Department.
8.18	Recommended - Off-site Grading: Show any proposed off-site grading (all off-site grading must include written consent by the owners of the affected adjacent properties).
8.19	Planting and Irrigation Plans: Required as identified below. See Chapter 14, Article 2, Division 4 of the San Diego Municipal Code for more information. Plans must be consistent with the Land Development Manual Landscape Standards, available through our web site at http://www.sandiego.gov/development-services/pdf/industry/standards09.pdf .
8.19.1	Landscape Area: Include total square footage of landscape area for water conservation purposes.
8.19.2	Conditional - Planting Plans: Where slopes are proposed that are 4:1 or greater, and greater than 5 feet in height, provide a plan that graphically represents the installation of a planting design proposed for the site. Where retaining walls (5 feet in height or greater) are proposed, show planting and irrigation to screen the retaining walls. Note: The plant material used to screen the walls must cover 80% within two years.
8.19.3	Conditional – Base Sheet Information: The base sheet information on the planting plans must be consistent with the grading plans.

Item No.	Requirements
8.19.4	<p>Conditional - Planting Legend: When planting plans are required, provide the following information in a legend, as applicable:</p> <ul style="list-style-type: none"> • Label and symbol of all trees and shrubs • Form and function of all plant materials • Botanical names and common names • Quantities and container sizes of each symbol • Mature height /spread of trees and shrubs • Symbol and on center spacing of container stock and root cuttings • Symbol of each seed mix, pounds per acre of seed mixes, % pure live seed, total pounds per acre • and identify if seed mix is to be irrigated or non-irrigated
8.19.5	<p>Conditional - Existing Trees and Shrubs: Where trees and shrubs exist, indicate with a dashed symbol and label to be removed or to remain. Provide the botanical and common name, caliper size of the trees and the height and spread of the shrubs. Provide the name and condition of any ground cover to remain. If none, please note “No existing landscaping to be removed or to remain, including street trees.”</p>
8.19.6	<p>Conditional – Planting Details: When planting plans are required, provide planting details such as Trees, Shrub/Vine Planting, and Groundcover Planting (note on center spacing and pattern).</p>
8.19.7	<p>Conditional – Erosion Control Plan: When creating disturbed areas of bare soils and where a planting plan is not required, provide a plan that graphically represents the area of erosion control.</p>
8.19.8	<p>Conditional – Erosion Control Legend: When an Erosion Control Plan is required, provide the following information in a legend:</p> <ul style="list-style-type: none"> • Symbol of each seed mix • Pounds per acre of seed mixes • Percent (%) pure live seed • Total pounds per acre • Identify if seed mix is to be irrigated or non-irrigated • Botanical names and common names
8.19.9	<p>Conditional – Landscape Standards: New multi-family development and new non-residential development with 1000 square feet or more of landscape area must complete an Appendix E of the Landscape Standards Land Development Manual Development Services.</p>
8.19.10	<p>Conditional – Irrigation Plans: Required when landscape plant material is proposed and when slopes are proposed that are 4:1 or greater, and 5 feet or greater in height, provide an irrigation plan that graphically defines the size and type of various irrigation products and materials, such as back flow preventor, controller, rain shut off switch, valves, and pipe.</p>
8.19.11	<p>Conditional – Irrigation Plan Details: When an irrigation plan is required, provide irrigation details and number them consistently with the legend. Provide details, such as dedicated landscape irrigation meter, landscape irrigation sub-meter, back flow, controller, rain shut off switch, valves, wire caps, trenching depths, irrigation heads by type and use.</p>
8.19.12	<p>Conditional – Irrigation Plan Legend: When an irrigation plan is required, provide irrigation components that are consistent with the minimum landscape regulations requirements. On the legend provide,</p> <ul style="list-style-type: none"> • Symbols for each irrigation component • Irrigation materials by size • Product names and Manufacturer • Irrigation pattern, radius, arc and the precipitation rate. • Gallons per minute • Detail Numbers and Maintenance considerations • Water conservation notes
8.19.13	<p>Recommended - Specifications: Provide planting and irrigation specifications.</p>
8.19.14	<p>Recommended - Mitigation and Monitoring Program: When the environmental document prepared for the project included a Mitigation and Monitoring Reporting Program, provide general notes on the plans per that environmental document.</p>

Item No.	Requirements
9.0	PUBLIC IMPROVEMENT PLAN (D-Sheet) Public improvement plans must be prepared in conformance to the standards listed in the Land Development Manual. Sample format sheets, general notes and drawing templates which show these standards are available through our web site at: http://www.sandiego.gov/development-services/industry/information/standtemp.shtml or through our Records Section on the 2 nd floor of the Development Services Center.
9.1	Plan Sets: All plans sets must be stapled, bound together and tri-folded. Plan sets shall include, where required, Landscaping and Traffic Control Plans. Plan sets exceeding 200 sheets must be divided into volumes with a maximum of 200 sheets each, and labeled "volume ____ of ____."
9.2	Title Block/Scale: Plans must be legible and drawn to scale on a City Standard D-Drawing (D-sheet size is 24" x 36") with 1" perimeter border and City of San Diego Title Block.
9.3	Title Sheet: Provide a Title Sheet with the following information: <ul style="list-style-type: none"> • Work to be Done • Legend - All items of work to be done must be shown by means of a legend • Owner/Applicant • Legal Description • APN • The following items are recommended to be included on the Title Sheet: • Topography Source • Standard Specifications • Standard Drawings • Sheet Index • Site Address • Reference Drawings • Vicinity Map • Construction Change Table • Street Design Data Table • General Notes • Engineer's Declaration of Responsible Charge
9.4	Stamp/Signature: Provide stamp or signature of authorized professional engineer, in accordance with Section 6700 of the California Business and Professions Code.
9.5	Property Lines: Show property lines including bearings and distances information.
9.6	Plan and Profile: Provide both plan and profile views of the improvements.
9.7	Benchmark: Show benchmark elevation for public improvement plans (use City of San Diego Vertical Control Record).
9.8	Existing Utilities: Show existing utilities (water, sewer, gas, overhead and underground electrical and telephone cables) located within the public right-of-way.
9.9	Planting and Irrigation Plans: Required as identified below. See Chapter 14, Article 2, Division 4 of the San Diego Municipal Code for more information. Refer to our website for additional landscape plan information http://www.sandiego.gov/development-services/industry/information/landscape/index.shtml .
9.9.1	Conditional – Public Right-of-Way Planting Plan: When new trees or shrubs are required to be planted within the public right-of-way (per Land Development Code Section 142.0402, Table 142-04A), provide a planting plan showing all existing (to remain) and proposed street trees, shrubs, and shrubs. For all trees within 5 feet of any landscape, pavements, or curb in the rights-of-way, provide a bold symbol for each Root Barrier location and the type of Root Barrier on the planting plan.

Item No.	Requirements
9.9.2	<p>Conditional – Street Trees: Show location and 40 s.f. root zone for all street trees in conjunction with all proposed and/or existing utilities. Provide the following table on the plan:</p> <p>MINIMUM TREE SEPARATION DISTANCE</p> <ul style="list-style-type: none"> • Improvement/ Minimum Distance to Street Tree • Traffic signals (stop signs) - 20 feet • Underground utility lines - 5 feet (10-feet for sewer) • Above ground utility structures - 10 feet • Driveway (entries) - 10 feet • Intersections (intersecting curb lines of two streets) - 25 feet
9.9.3	<p>Conditional – Public Right-of-Way Planting Legend: When planting plans are required, provide the following information in a legend, as applicable:</p> <ul style="list-style-type: none"> • Label and symbol of all trees and shrubs • Botanical names and common names • Quantities and container sizes of each symbol • Mature height /spread of trees and shrubs • Symbol and on center spacing of container stock and root cuttings • Symbol of each seed mix, pounds per acre of seed mixes, % pure live seed, total pounds per acre and identify if seed mix is to be irrigated or non-irrigated.
9.9.4	<p>Conditional – Planting Details: When planting plans are required, provide planting details such as Trees, Shrub/Vine Planting, and Groundcover Planting (note on center spacing and pattern).</p>
9.9.5	<p>Conditional – Irrigation Plans: Required when landscape plant material is proposed and when slopes are proposed that are 4:1 or greater, and 5 feet or greater in height, provide an irrigation plan that graphically defines the size and type of various irrigation products and materials, such as back flow preventor, controller, rain shut off switch, valves, and pipe.</p>
9.9.6	<p>Conditional – Irrigation Plan Details: When an irrigation plan is required, provide irrigation details and number them consistently with the legend. Provide details, such as back flow, controller, rain shut off switch, valves, wire caps, trenching depths, irrigation heads by type and use.</p>
9.9.7.	<p>Conditional – Irrigation Plan Legend: When an irrigation plan is required, provide irrigation components that are consistent with the minimum landscape regulations requirements. On the legend provide,</p> <ul style="list-style-type: none"> • Symbol of each irrigation component • Irrigation materials by size • Product names and manufacturer • Irrigation pattern, radius, arc and the precipitation rate • Gallons per minute • Detail numbers and maintenance considerations • Water conservation notes
9.9.8	<p>Recommended - Specifications: Provide planting and irrigation specifications.</p>
9.10	<p>Recommended - Sewer Design: Show sewer size, type, slope and elevations of manhole inlet, outlet and rim. For pipe profile, show original ground line and proposed finished grade. Additional profile data is required for sewers 18" in diameter and larger. Must show design flow (Q), velocity (V), design depth (Dn), ratio of design flow to pipe diameter (Dn/D) and manning's "n" value.</p>
9.11	<p>Recommended – Best Management Practice (BMP): For projects considered "standard" per Storm Water Applicability Checklist (D5-560) indicate on plans design and source control BMPs.</p>
9.12	<p>Recommended - Point of connection (POC): Provide the point of connection (POC) and the static pressure of the irrigation system, including working pressure and the feet per second of the system design.</p>

Item No.	Requirements
10.0	<p>Conditional - TRAFFIC CONTROL PLAN</p> <p>Traffic control plans are required for all public right-of-way and grading projects, construction projects, and other work that encroaches into the public right-of-way, including sidewalk area. Traffic control plans for encroachment work within the public right-of-way on streets with average daily trips (ADT) of 5,000 and over must be submitted on "D" sheet size drawings and incorporated into the grading and/or public right-of-way plan set. Traffic Control Plans shall conform to the City of San Diego Standard Drawings, Appendix A, CALTRANS Manual of Traffic Controls for Construction and Maintenance Works Construction, including Regional Supplemental Amendments. Traffic control permits for streets with average daily trips (ADT) less than 5000 may be obtained over the counter. Refer to Information Bulletin 177, "Traffic Control." Information on ADT can be obtained from Traffic Safety and Information, Executive Complex Building, 1010 Second Avenue, 9th Floor, (619) 533-3140.</p>
10.1	<p>General Data: All traffic control plans must show the following general data:</p> <p>Trench profile (Typical section of the construction area including width and depth of trench in relation to the existing striping.)</p> <p>Lane widths, raised medians and islands - show existing striping pattern.</p> <p>Location of proposed work.</p> <p>Type of work proposed that requires traffic control.</p> <p>Dates of proposed work.</p> <p>Work hours - 8:30 a.m. through 3:30 p.m. unless otherwise permitted.</p>
10.2	<p>Street Information: All traffic control plans must show the following street information:</p> <p>Width of sidewalks - if work is to be done within sidewalk area, include location of all obstructions.</p> <p>Distance to adjacent cross streets.</p> <p>Street width.</p> <p>Parking restrictions - red curb, loading zones, parking meters, etc.</p> <p>Lane widths, raised medians and islands - show existing striping pattern.</p> <p>Traffic Controls - stop signs, traffic signals, etc.</p>
10.3	<p>Drawings: Provide a drawing (to scale) showing position and spacing of:</p> <ul style="list-style-type: none"> • Construction Signs • Barricades • Delineators • Flashing, Steady Burn Lights, and/or Flashing Arrow Boards • Temporary Striping and Pavement Markings • Lane Taper Lengths (L) must be clearly shown: <ul style="list-style-type: none"> (a) For speeds of 40 mph or less: $L = ws^2/60$ (b) For speeds over 40 mph: $L = ws$ <p>(Where, w = width of lane shift, s = speed posted or 85% speed, whichever is highest)</p>
10.4	<p>Conditional - Trench Profile: When trenching, provide a typical section of the construction area including width and depth of trench in relation to the existing striping.</p>
11.0	<p>FEES/DEPOSITS [See Information Bulletin 502]</p> <p>Checks must be made payable to the "City Treasurer" in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.</p>